

2007

Centennial Library 2006-2007 Annual Report

Cedarville University

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**Centennial Library
Cedarville University**

***Annual Report
2006-2007***

2007

September

Centennial Library
Cedarville University
Annual Report
2006-2007

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**Centennial Library
Cedarville University
Mission Statement**

In their service to the University community and support of the mission of Cedarville University, it is the Mission of the staff of the Centennial Library to demonstrate leadership in providing for our users an effective gateway to the world of information access and use. Within this mission the goals of the Library are:

- to develop collections and access to resources that meet the program support needs of its academic community.
 - to design and deliver services that empower its users to utilize information resources and technologies independently, critically, and efficiently.
 - to provide a physical and personal environment that enhances the educational experience.
 - to invest resources in the provision of adequate staff who are properly oriented, trained, developed, and evaluated.
 - to participate in the broader regional, national, and international resource sharing community.
 - to advance the image and awareness of the Library, its resources, its services, and its staff.
-

**Centennial Library
Cedarville University
Vision Statement**

The Vision for the Centennial Library at Cedarville University is to pursue excellence as an advanced multi-media information resource center with a pervasive presence in our academic community. To this end, we will strive:

- *to pursue the employment and development of skilled information, media, and service specialists.*
- *to assure a balanced multi-format, multi-sourced information resource environment.*
- *to advance aggressive user education and instructional design support programs.*

- to cultivate a progressive, change-oriented administrative and operational climate.

**Centennial Library
Cedarville University
Annual Report 2006/2007**

Selected Accomplishments, 2006/2007

- **Some Library positions restructured to better address Library systems needs and digital resources support.**

Linda Divan, who has been the Library's Senior Cataloger for a number of years with some systems responsibilities, was appointed the new ***Library Systems Coordinator*** in order to better address the growing Library systems needs including technical support and training. **Rory Patterson** was asked to serve as the ***Digital Services Librarian***, addressing the growing need to support, expand access to, and promote the awareness of the Library's digital resources which now include over 190 on-line databases, over 6,900 on-line journals, almost 20,000 e-books, and almost 2,000 on-line videos. [*Rory Patterson left the Library staff in June 2007*]

- **Library facilities and resources transferred to the Center for Teaching and Learning.**

On July 1, 2006 with the official opening of the Center for Teaching and Learning under its new director, the Library transferred the use of almost 2,300 square feet of its space and over \$37,000 of multi-media technology and production equipment for use in the CTL's production center. During the previous year, the facilities had been remodeled to meet the needs of the Center.

- **Children's and Young Adult Literature database developed by CMC Librarian.**

As the CMC collection has grown over the years, it became obvious there was a need for a more efficient way to provide students with the information they need to select appropriate books for their courses and field experiences. Therefore, Greg Martin, Curriculum Materials Center Librarian, with the help of Mark Mazelin in Computer Services, created an on-line Children's and Young Adult Literature Database which now contains over 3,700 trade books in the CMC collection.

Patrons can now easily search for titles by selecting one or more of 37 genres and/or one of 10 reading levels. The search results give a synopsis of the book, information on any awards the book has won, and a link to the Library's catalog, where the patron can determine the book's availability and read a full description of the contents. This database can be found at

<http://www.cedarville.edu/cf/library/childlit/>

- **Student internship program piloted.**
-

The new internship program is coordinated by Julie Deardorff, Assistant Library Director for Collection Services, and it is a part of the Library's library science career recruitment program for Cedarville students. During the Spring 2007 semester, Rebekah Shipper, a senior English major who is considering a career in library science, undertook the first library internship for credit through the Department of Language and Literature. The broad focus of the internship was to allow Rebekah to become familiar with all the operations and services of an academic library as well as to explore the library profession. She completed introductory or advanced modules in areas such as acquisitions, circulation, collection development, interlibrary services, multi-media, reference, serials, technical support, user education, and visual literacy. Through her reading and writing assignments, she explored the concept of what it means to be a Christian librarian and became familiar with current issues in the field of library science. It is hoped that she will be the first of a number of students who will take advantage of this internship program.

- Media Resource Center re-engineered to become **MediaPLEX**.
After 20 years of steady service evolution, it was time for a major re-design--a revolution-- of the Media Resource Center to address current and future realities. The development of the Library Information Commons and the new Center for Teaching and Learning have also recently changed the dynamics in the operation of the MRC. In the re-design, the name was changed, the scope of services to students and faculty was both adjusted and broadened, staff positions and roles were re-defined, the facilities were re-arranged and changed, a partnership with the Center for Teaching and Learning to supplement services to faculty was developed, and a significant new marketing effort to promote services was undertaken. The details of the re-design were completed by the end of the Spring semester, with facility and staff changes being implemented during the Summer of 2007. The "grand opening" of the new MediaPLEX occurred in August. Carl Brandon, Assistant Library Director for Media Services, and Jan Bosma, Associate Director of Library Services, provided leadership in completing this significant transition.

- Library commended in North Central Association accreditation visit team report.
One of the results of the successful visit of the team of examiners from the North Central Association was that the Library was specifically mentioned in the Advancement Section of the team report. Under the section on Overall Observations about the Organization, the following citation was included: "Particularly noteworthy is the library with access to the full range of Ohio's academic library collections as well as electronic databases and other learning and information resources." In the section entitled Recognition of Significant Accomplishments, Progress, and/or Practices, only two items were listed, one of which stated the following: "Learning resources available through the Cedarville University library are commendable. On-

site staffing and materials are exceptional, and the extensive electronic access to Ohio's academic libraries could support a broad range of student and faculty research and scholarship."

- 10,000,000th item added to the OhioLINK catalog.

In October, the Ohio State University Libraries added the 10 millionth unique title to the OhioLINK Library Catalog, a statewide catalog that includes the collections of 86 libraries including Cedarville University. Ohio students, faculty and staff from participating libraries now have access to a total of 45.5 million copies of books and other library materials. Of these 10 million unique titles, over 58% are owned by only one of the 83 Ohio academic libraries, the State Library of Ohio, and the two public libraries, Cuyahoga County Public Library and Westerville Public Library, participating in the OhioLINK Library catalog and borrowing program. Cedarville has been a part of OhioLINK since 1996.

- Library web site re-designed.
-

During the academic year, under the leadership of Jan Bosma, Associate Director of Library Services, and Tonya Fawcett, Assistant Library Director for Reader Services, the Library web site was again the subject of a major project to re-design it to be more user friendly, less cluttered with text, more visually appealing to our users, and still fit within the University web site design parameters. The decision was made to partner with the Center for Teaching and Learning in completing this re-design. April Cooper, a junior at the University and a graphic design student assistant in the CTL, was tasked to work with Library staff during the year to complete this major effort. April met with almost all the Library staff in addition to faculty and students to determine the appropriate adjustments to the web site. By the end of May the essential design was completed and the summer was spent cleaning up a number of pages and submitting the work for approval from the web site team in Computer Services. Although not all of the details on the re-design proposal were accepted, the new website was released in August. <http://www.cedarville.edu/academics/library/> Work continues on additional updates.

- Centennial Cartwheelers participated in Homecoming parade.

On Saturday, October 7th, the ***Centennial Cartwheelers*** made their second appearance in the Homecoming parade. This highly skilled book cart drill team entertained those along the parade route with the precision routines led by Sergeant Major **Andi Mounts**, *Assistant Circulation Services Manager*. The team was supported by a cast of Library personnel and family members who distributed candy along the route. The book trucks were designed as television sets picturing classic TV shows. The cartwheelers were dressed in costumes representing the TV shows illustrated on their book carts. The drill team had also marched in the Cedarfest parade during Labor Day weekend. This effort, directed by **Greg Martin**, *CMC Librarian*, involved several months of preparation, including drill team practices in the parking lot, costume design, book truck design and transformation into large "TV's," and the efforts

of many on the Library staff.

- Library entry won in Cardboard canoe race.
Building on their success in the 2005 event, six student Library assistants, with Becky Hayes, Circulation Services Manager, serving as their advisor, prepared the Library department entry in the Engineering Department's annual cardboard canoe race, held on Friday, October 6th. The well-built cardboard canoe, expertly paddled by two student Library assistants, Dennis Nangle and Linnea Norris, completed the entire course, winning the University departmental competition. In the subsequent demolition derby, the Library canoe was one of the last floating. In addition to Dennis and Linnea, Doug Conway, Erin Cahilly, Betsy Hinks, and Bob Thalman were involved in the design, construction, and piloting of the Library's canoe.

- Library staff provided new regular feature in the Torch magazine.
Beginning with the fall issue of the University Torch magazine, a new feature was included entitled "For Further Study." Library professional staff and authors of the Torch articles are collaborating to provide readers with a list of current and relevant resources for additional reading on the theme topic of each Torch issue. The resource list includes print and media materials as well as internet sites, both Christian and secular, that are deemed appropriate to give readers a variety of perspectives. All the books and media on each list are included in the Centennial Library collection. Jan Bosma, Associate Director of Library Services, coordinates this effort.

- Language lab upgraded.
After 20 years with essentially the same configuration and equipment, the Language lab was finally upgraded to better serve not only the Language students but also those classes making use of the technology represented in computers ringing the classroom. The old Sony language lab equipment was removed, new carpet was installed, the room was painted, upgraded furniture was installed, a new tech cart installation for the instructor was completed, and new task chairs were provided for the computers around the perimeter of the room. These changes greatly enhance the atmosphere and the usability of the room for a variety of functions.

- Library staff celebrated 20 years in the Centennial Library facility.
The "Moving Experience" of transferring the Library from its home of 20 years in what is now the Milner Business Administration Building (1967-1987) to the new Centennial Library, occurred on April 29, 1987. As part of this year's National Library Week activities, the Library staff celebrated this 20 year anniversary. The Centennial Library was the culmination of a 6-year planning and design effort and was the cornerstone of the University's 1987 centennial celebration. In order to move all the books and other library materials to the new library, students and faculty were dismissed from classes for that entire day and, forming a total of 5

lines, transferred all the books and other materials as well as some shelving to their new locations by mid-afternoon. All those who participated were given a "Moving Experience" t-shirt. Although the new library furniture would not arrive until summer, temporary arrangements allowed the students to enjoy the new library facilities for the remainder of the 1986/1987 academic year.

Other accomplishments can be found in the Centennial Library E-News, published four times a year. Recent issues are available at
<http://www.cedarville.edu/academics/library/about/cllibnews.htm>

Prepared by:

Lynn A. Brock

Dean of Library Services

Staff Highlights

FACULTY/STAFF CHANGES

- One new Library staff member began his service:
Richard Williams, *AV Services Technician*
- One Library staff member and one faculty member resigned:
Wesley Warriner, *AV Services Lead Technician*
Rory Patterson, *Digital Services Librarian*

SELECTED FACULTY/STAFF ACCOMPLISHMENTS

- Three Library faculty and staff members received a University service award:
Rachel Johnson, *Collection Services Technical Assistant* - 5 years
Rory Patterson, *Digital Services Librarian* - 5 years
Julie Deardorff, *Assistant Library Director for Collection Services* - 10 years.
- Awarded a *Certificate of Recognition for Distinctive Service* to **Julie Deardorff**, *Assistant Director for Collection Services*, in recognition of her passionate leadership and the successful advancement of the Centennial Library's library science career recruitment program.
- Presented the ***SOAR award*** [*Student Outstanding Achievement Recognition*] to a student Library assistant. The SOAR award is presented periodically to a student assistant who demonstrates leadership, creativity, service, initiative, or performance that exceeds the normal expectations of his or her job description. The award includes a bronze eagle, the placement of the recipients name on a master award plaque, and recognition in Library and campus publications. *The recipient of this year's SOAR award was Doug Conway*, a senior serving as a student manager in Circulation Services. He was recognized for his personal work ethic and positive example to other student assistants, his willingness to step in and help whether it was his work shift or not, his thorough and accurate approach to his work responsibilities, and his congenial spirit which makes it a joy for others to work with him.

- For the third year the **StAR award** [Staff Achievement and Recognition Award] was presented. The recipient, selected from nominations made by Library faculty and staff, is chosen by an awards committee using one or more of the following qualities:
 - ✓ provides quality service to staff and patrons with a spirit of Christian servanthood.
 - ✓
 - ✓ presents a favorable image of the Library both inside and outside the University.
 - ✓ demonstrates and encourages teamwork.
 - ✓ promotes a constructive and congenial work environment.
 - ✓ seeks to be creative and innovative in job performance.

The recipient of this year's award was **Rachel Johnson**, *Collection Services Technical Assistant*.

- **Josh Heinrich**, *AV Services Technician*, completed the certified technician specialist program (CTS) on-line and successfully passed the final test to receive his CTS certification.
- Two Library staff members were engaged in MIS ministry. **Carl Brandon**, *Assistant Library Director for Media Services*, spent 6 weeks in China during the Fall teaching media technology for education at the China Teachers Training Center in Beijing. **Becky Hayes**, *Circulation Services Manager*, led a team to Eleuthera in the Bahamas during Spring Break.
- **Library Student Assistants** worked 12,223 hours (up 3.3% from 2005/2006), representing an equivalent of almost 6 full-time staff members. About forty percent of the Library's service hours are under the direct supervision of Student Assistants and their Student Shift Leaders
- Graduated 16 senior Library Student Assistants.

FACULTY/STAFF TEAM

Provided service during the 2006/2007 academic year with the following faculty and staff:

Library Faculty:

Lynn A. Brock, M.L.S., Director of Library Services, 1969-
Jan M. Bosma, M.L.S., Associate Director of Library Services, 1982-
Tonya Fawcett, M.L.S., Assistant Director for Reader Services, 1993-
Carl D. Brandon, M.A., Assistant Director for Media Services, 1992-
Julie Deardorff, M.L.I.S., Assistant Director for Collection Services, 1996-
Lynne M. Funtik, M.L.I.S., Senior Reference Librarian, 1994-
Gregory A. Martin, M.L.I.S., Curriculum Materials Center Librarian, 2002-
Rory L. Patterson, M.L.I.S., User Education Librarian, 2000-2007

Full-time staff:

Fran Andrews, Library Office Manager, 1981-
Michal Bader, B.R.E., Staff Cataloger, 1994-
Tricia Clark, B.A., Reader Services Technical Coordinator, 1997-
Scott Deetz, B.A., AV Services Manager, 1999-
Linda Divan, B.A., Library Systems Coordinator, 1977-
Rebecca Hayes, B.A., Circulation Services Manager, 2006-
Joshua Heinrich, B.S., AV Services Technician, 2005-
Laura LeMaster, Serials Technical Assistant, 2005-
Rachel Johnson, Collection Services Technical Assistant, 2002-
Andrea Mounts, B.A., Assistant Circulation Services Manager, 2004-
Lori Myers, B.S., AV Services Office Coordinator, 2006-
Luann Nicholas, B.A., Interlibrary Services Coordinator, 1986-
Dianne Seals, B.A., MRC Graphics Technical Assistant, 1993-
Patty Stutes, Media Resource Center Manager, 1988-
Wesley Warriner, B.A. Senior AV Services Technician, 2001-2006
Richard Williams, B.S., AV Services Lead Technician, 2007-

Library Student Assistants:

46 Students

Service Highlights

Continued our involvement with the **OhioLINK PCirc direct borrowing** system with over 18,075 PCirc transactions. Cedarville faculty and students borrowed a total of 6,800 items from other OhioLINK institutions, and those at other Ohio institutions borrowed

11,275 items from Cedarville. The numbers were up significantly, 51.5%, over 2005/2006 because of a change in our loan priority status again. In 2004/2005 Cedarville became a net lending institution and thus was placed in a lower priority group for receiving lending requests. For 2006/2007, we were again placed in the high priority group-a net borrowing institution-- which resulted in lending levels to OhioLINK patrons returning to numbers similar to 2004/2005. Since each PCirc transaction requires pulling and packaging Library materials twice (sending and receiving through the state-wide delivery system), the Interlibrary Services staff packed and unpacked a total of over 36,000 items during the academic year. *[See Table 1]*

- **Docutek electronic reserves system** continues to be used heavily by students and faculty. The number of “checkouts” by students was 17,984, about equal to the number in 2005/2006. **Total reserve materials usage (print and electronic)** was down by 6.6%.
- Installed **upgraded digital copying technology** (reader, software, and laser printer) to be used to view and copy items from the Library’s large collection of resources on various microform formats. Also eliminated any cost to Library users for this service.
- The number of **electronic databases** available to our faculty and students increased to 192. Most of these databases are provided through arrangements with OhioLINK. Searches performed by Cedarville students and faculty in the resources provided through OhioLINK total 214,936. In addition, 8,229 **e-books** were downloaded, and 1,730 downloads were recorded from the **OhioLINK Digital Media Collection**.
- Reader Services staff scheduled and taught 83 **user education sessions**. The program serviced 36 faculty members in 10 academic departments and the graduate program, involving contact in these sessions with a total of 926 students, either in person or on-line. In addition, the CMC Librarian hosted a total of 20 classes, meeting in the CMC for orientation and instruction.
- Providing **reference service** involves a variety of venues including standard reference service answering questions, “Ask-a-Librarian” on-line reference services, and Individualized Research Appointments (IRA). A total of 3,870 interactions were completed during 2006/2007, down 11% from 2005/2006. Part of this drop is attributable to the availability of fewer hours of reference desk service because of an open faculty position in the Reader Services department. The total interactions included answering 3,701 reference questions and 71 Ask-a-Librarian on-line inquiries, as well as and providing 78 IRA consultations. Those 78 IRA consultations consumed almost 136

hours of reference staff time.

- Following the implementation of an **IM (instant messaging) chat reference service** during 2005/2006 Spring Semester as a test program, the program was continued for 2006/2007, finally recording 36 IM chat sessions for the year.
- In addition to OhioLINK circulation transactions, handled a total of 1,625 lending and borrowing transactions in **Interlibrary Services**. Total transactions by Interlibrary Services, including OhioLINK, were 21,904.
- Installed an additional computer workstation, laser printer, and scanner in Interlibrary Services so that **Odyssey software** could be installed which allows the ILL staff to send and receive via the Internet copies of requested articles. This service has greatly reduced the turn-around time for this part of the operation, eliminating the need in most cases to use either FAX or U.S. Mail to send items.
- Continued to provide Library orientation for new Freshmen during Getting Started using **C.L.U.E. (Centennial Library Undergraduate Experience)**. 41% of the freshmen participated over a two-day period. Part of the sessions include searching for “clues” relating to Library services and resources. Of those responding to an evaluation of the program, 61% said the experience was helpful in introducing them to Library services and resources. The C.L.U.E. program will be totally re-designed and renamed for the 2007/2008 academic year.
- Of the 215 teaching faculty, 118 (55%) participated in the **selection of materials for the Library collection** during the academic year, down from 68% in 2005/2006. Departmental faculty participation levels varied from a low of 29% to a high of 87%.
- **Classroom technology installations** supported by AV Services continue to increase with the support and maintenance of 121 classrooms, labs, conferences rooms, and board rooms, up from 119 in 2005/2006. During 2006/2007, 3 new technology installations and 10 technology classroom upgrades were completed.
- AV Services completed 1,194 **equipment set-ups**, up 19.5% from 2005/2006.
- AV Services **classroom problem reports** totaled 138, down 52% from 2005/2006 and 64% from 2004/2005. This reduction speaks to the increased reliability of the classroom technology installations, the value of the simplification of equipment controls being installed in each room (though more costly to install), the high level of maintenance carried out by AV Services staff, and the more effective training of users.

- AV Services staff provided 481 **check-outs of media equipment** to faculty, staff, and students. These uses include 113 digital cameras, 59 video projectors, 14 digital still cameras, 36 audio recorders, and 51 laptops.
- For the 14th year, continued to publish the **Centennial Library E-News**, distributed electronically to faculty and staff 4 times each academic year. The issues for 2006/2007 can be viewed on-line at <http://www.cedarville.edu/academics/library/about/cllibnews.htm>
- Celebrated National Library Week for the fifth year, with a number of activities and promotions, including the annual Library book sale. This year included the celebration of the 20th year in the Centennial Library. [See Selected Accomplishments, page 5]

Operations Highlights

- Continued the preparation of **Personal Work Development Plans** by all Library faculty and staff as part of our service quality and performance management program. All Library staff and faculty prepare and review annually Personal Work Development Plans as part of the *PASport Performance Assessment Program*.
- As part of the **PASport program**, completed the fifth year of Library faculty and staff performance assessment.
- Continued patron feedback assessment with the **Senior and Freshmen Library Surveys**. The survey instruments, which had been used for a number of years in order to provide relevant longitudinal study assessment, were replaced with newly developed surveys, reflecting changes in the kinds of information needed from students about Library services, resources, and staff. The response rate for Seniors was 39% and for Freshmen was 48%. The results of the survey are being reviewed for appropriate responses as part of the Library assessment program.
- Completed the **renovation of the staff lounge** with the addition of new furniture, wall hangings, and decorative items along with the re-upholstering of several soft chairs.
- Added 7,456 items to the **collection**, including 6,072 volumes to the book collection, 809 volumes to the bound periodical collection, and 575 items to the media collection. [See *Tables 2 & 3*]

- During the fiscal year, 5,758 books and 322 media items were **purchased for the collection**. The average cost for a book was \$37.86, down 7.4% from the average of \$40.88 in 2005/2006.
- Expenditures for **Library materials** totaled \$ 557,875, up 9.5% over 2005/2006. *[See Table 4]*
- The annual investment in **electronic databases and full-text resources** has been rising rapidly over the last few years. Expenditures for 2006/2007 totaled \$160,417, up 140% since 2001/2002, and up almost 19% over 2005/2006. *[See Table 4]*
- New **print periodical subscriptions** for the academic year totaled 26; 34 titles ceased publication, were discarded, or were discontinued, bringing the number of print subscriptions to 973.
- **E-collection of on-line full-text resources continues to grow.** **E-books** now number over 16,000, and are all represented in the Library on-line catalog and accessible to students on-line. The Library spent over \$8,000 on about 1,400 e-books during 2006/2007 with OhioLINK providing additional funding for over 13,000 NetLibrary titles for all OhioLINK members. **E-journals** now total over 14,000, primarily sourced from the OhioLINK Electronic Journal Center and EBSCO-Host. E-journal costs for the Centennial Library now total \$61,000 annually. **E-media**, primarily in the form of streaming video programs, now totals over 1,900 titles.
- A total of 1,309 **gift items** were received by the Library, in addition to 89 items received for the Curriculum Materials Center. Gifts included books, journals, computer software, and media. About 17% of these items were added to the collection. Most of the remainder became part of the annual Library book sale.
- A total of 373 items and 2 double file boxes were added to the **Archives collection** including 24 books and media written or produced by Cedarville University faculty or alumni. *[See Annual Report of the University Archivist - Exhibit A]*
- Accomplished a number of upgrades to the **Innovative Interfaces Library system** including replacing the UPS backup battery for the system CPU, replacing the LAN box, adding 13,000 bibliographic records, installing Millennium software, upgrading to release 2006 and 2006 1.2, installing spellcheck on the Library catalog, installing a patch for the Millennium navigation bar icons, and installing a WAM (Web Access Management) for remote access databases.

- Continued the **upgrading of Library media, office, and computer equipment**. Using a combination of Library budget funds and general University funds, over \$ 83,276 was spent on computer, office, and media equipment. *[See Table 5]*
- Completed a partial inventory of the collection including the Dewey 500s, 600s, 800s, and 900s in the main collection, the reference and media collections, and most of the CMC collection. Of the 108,200 items inventoried, only 86 were missing, representing just .079% of that portion of the collection.
- At the end of fiscal year 2006/2007, the **value of classroom media equipment** on the campus under the oversight and maintenance of AV Services totaled just under \$1,000,000 – \$916,109.
- Projection system was installed in the **Library conference room** along with an Extron control system and speakers, providing plug-in capability for laptops and video equipment.

YEAR IN REVIEW - LIBRARY FACULTY

LYNN A. BROCK. *Dean of Library Services*

Professional Activities:

- University:** University Archivist.
Copyright Communications Coordinator. University website.
Visiting Lecturer. *History of the English Bible [including display of early English Bibles]*. Spiritual Formation class [Brock Weston], March 20, 2007.
- Other:** **Indexer:** CHRISTIAN PERIODICAL INDEX (3 titles).
Association of Christian Librarians.
Visiting Lecturer. *History of the English Bible [including display of early English Bibles]*. Grove City Christian High School. Grove City, Ohio. September 18, 2006.

Committees:

- University:** Biblical Studies Center Theme Presentation Subcommittee, 2006-Present
Biblical Studies Center Planning Group, 2006-Present
Self-Study Steering Committee, 2004-2007
Chair. Preparing for the Future Subcommittee. Self-Study Steering Committee, 2004-2007
Deans Council, 1998-Present
Technology Planning Committee, 1996-Present
- Other:** Library Council. Southwestern Ohio Council For Higher Education [SOCHE].
Independent College and University Library Directors Group. OhioLINK. 1996-Present

Memberships:

- Academic Library Association of Ohio
American Library Association
Association of College and Research Libraries
Association of Christian Librarians
Society of American Archivists

Conferences & Workshops:

- The Future of the Library, as Place or no Place.* SOCHE Library Council

Workshop. Dayton, Ohio. January 31, 2007.

Learning Spaces and Technology Workshop. Council of Independent Colleges.
University of Puget Sound. Tacoma, Washington. March 23-25, 2007.

The Future of the Library as Place - or no Place? SOCHE Library Council
Conference. Dayton, Ohio. May 2, 2007.

Ohio Library Collaboration: why it is not optional - a proposal for a successful future. Ohio Library Partnership Summit. Columbus, Ohio. May 21, 2007.

JAN BOSMA. Associate Director of Library Services

Professional Activities:

*Other: Membership Liaison. Academic Library
Association of Ohio, 1999 -*

Campus Lead Implementor. OhioLINK

*Community: Trustee. Greene County Public Library
Foundation, 2002 -*

Board Member. Cedarville Crossings, 2003 -

*Board Member. Greene Community Foundation,
2003 -*

Committees

*University: Self-Study Steering Committee, 2004-2007
Preparing for the Future Subcommittee. Self-Study Steering
Committee, 2004-2007*

Faculty Academic Advisory Committee, 2006 -

*Other: Marketing Team. Cedarville Opera House
Member and volunteer. Dayton Art Museum*

Memberships

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians
Association of College and Research Libraries

Conferences

Eastern Innovative Users Group meeting. Toledo, Ohio. October 20, 2006. Recipes for Library Success: Ingredients, Process and Product. ALAO Conference. Akron, Ohio. November 3, 2006.

National Endowment for Humanities: grant opportunities. Columbus Ohio, February 28, 2007

Cedarville University Center for Teaching & Learning. Summer Conference. May 14, 2007

Campus Ecology: Educating by Design. Wright State University, Dayton, Ohio.: SOCHE. June 15, 2007

CARL BRANDON. *Assistant Library Director for Media Services*

Professional Activities:

University: Assistant to the President and Chancellor for Media Support.
Other: **Instructor.** Media Technology for Education. China Teachers Training Center. Beijing, China.
October/November, 2006. **Producer.** Glory. Biblical Insights Series pamphlets. Harold Amstutz. Cedarville, Ohio.

Committees:

University: Classroom Advisory Committee
Other: Chair. Program Committee. Greene County Children Services

Memberships:

Consortium of College and University Media Centers
End Users Committee. InfoCOMM International Association
National Association of Broadcasters
National Association of Photoshop Professionals
National Foster Parent Association

Conferences:

NAPP PhotoShop Seminar. Columbus, Ohio. September, 2006.
PhotoShop World Conference. Boston, Massachusetts. February, 2007.
InfoCOMM International Conference. Anaheim, California. June, 2007.

JULIE DEARDORFF. *Assistant Library Director for Collection Services*

Professional Activities

University: **Moderator.** *Undergraduate Perspectives on English Studies,*
Conference on Christianity & Literature, October 13,
2006, Cedarville University
Presenter. *Careers in Library Science/Graduate School*
Programs for the MLS and Library Science Pizza Party,
November 16, 2006, Cedarville University
Faculty Adviser. ENG 4230 Independent Study-Library Science
Internship, Spring Semester 2007
Volunteer. Cedarville University Women of Vision: Literacy
Awareness Program, October 4, 2006 & Soup for the Soul
Program, March 22, 2007

Other: **Editorial Reader.** Hero and Anti-hero in the American Football
Novel,
Donald
L.
Deardo
rff,
Edwin
Mellen
Press,
2006.

Committees

University: University Curriculum Committee, 2006-

Other: ALAO Collection Management Interest Group Planning Committee
OhioLINK/CIRM Religious Studies Group
OhioLINK Cooperative Book Buying Task Force
Conference on Christianity & Literature Planning Committee

Memberships

Academic Library Association of Ohio
American Library Association
Association for Library Collections & Technical Services
Association of Christian Librarians
Collection Management Interest Group (ALAO)

Conferences/Workshops

Conference on Christianity & Literature, October 12-13, 2006, Cedarville, Ohio.
YBP Roadshow/GOBI training, October 23, 2006, Columbus, Ohio.
Marketing Research for Libraries, ALAO Pre-Conference, November 2, 2006, Akron, Ohio.
ALAO Annual Conference, November 3, 2006, Akron, Ohio.
Picture Book Read-In, February 9, 2007, Dayton, Ohio.
Library Careers Night {sponsored by Kent State SLIS & OCLC}, March 20, 2007, Dublin, Ohio.
Library as Place-or No Place SOCHE Conference, May 2, 2007, Dayton, Ohio.
Cedarville Faculty Teaching & Learning Conference, May 14-15, 2007, Cedarville, Ohio.

TONYA FAWCETT. *Assistant Library Director for Reader Services*

Professional Activities

University:

Presenter. *Plagiarism & Paraphrases: How & When to Integrate*

Research into Your Writing. A Writing Center Workshop. Cedarville University. November

2006.

Committees

University: University Assessment Committee, 2003-
Student Life Hearing Board, 2005-

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences/Workshops:

Schmidt, A. (2006, August 14). *Meeting Users on Their Own
Terms:*

Libraries and the Two-Way Web. WSU Library Workshop. Wright State
University, Dayton, Ohio.

Christian Business Faculty Association Annual Meeting. (2006,
October)
Cedarville University Cedarville, Ohio.

Library as Place – Or No Place, (2007, May 2). *SOCHE Library
Conference,*
Wright State University, Dayton, Ohio.

LYNNE M. FUNTIK. *Senior Reference Librarian*

Professional Activities

University: **Presenter.** *Evaluating internet resources: A how-to
guide for
researchers everywhere. Workshop*

presentation given for

the Cedarville University Writing Center.

February 2007

Presenter. Real Research: How to use the EBSCO & Osearch Databases. A Writing Center Workshop. Cedarville University. October 2006.

Committees

University: Faculty Committee to the President, 2006-
First Year Experience Committee, 2006-
Educational Policies Committee. 2001-2006
Discovery, and Application of Knowledge Subcommittee.
Self- Study Steering Committee, 2004-2007

Memberships

Academic Library Association of Ohio
Association of Christian Librarians

Conferences/Workshops:

Schmidt, A. (2006, August 14). Meeting Users on Their Own Terms: Libraries and the Two-Way Web. WSU Library Workshop. Wright State University, Dayton, Ohio.

Academic Library Association of Ohio 32st Annual Conference
"Recipes for Library Success – Ingredients, Process, & Product", Crowne Plaza Quaker Square, Akron, Ohio, November 3, 2006.

Association of Christian Librarians 51st Annual Conference,
"Riding the Rapids of Change," Cornerstone University, Grand Rapids, Michigan, June 11-14, 2007.

GREG MARTIN. Curriculum Materials Center Librarian

Professional Activities:

Bach Society of Dayton.

Tutor. Miami Valley Pipes and Drums.

Chair. ALAO Curriculum Materials Center Interest Group.

Presenter. Best Children's Books for 2006. Xenia [Ohio] Elementary Librarian and Library aides. February 9, 2007.

Presenter. The care and feeding of library student assistants. ALAO Curriculum Materials Center Interest Group Spring Workshop, May 18, 2007.

Presenter. Picture book update 2006-2007. Association of Christian Librarians annual conference. Grand Rapids, Michigan, June 11-14, 2007.

Memberships

Academic Library Association of Ohio (ALAO)

American Choral Directors Association

Association for Supervision and Curriculum Development

Association of Christian Librarians

Children's Literature Assembly of the National Council of Teachers of English

Curriculum Materials Center Interest Group (ALAO)
Music Educators National Conference
Ohio Association for Supervision and Curriculum Development
Ohio Educational Library Media Association (OELMA)

Committees

University: Teacher Education Program Advisory Council
(Internal)
Teacher Education Program Advisory Council
(External)

Other: Chair. Steering Committee. ALAO Curriculum
Materials Center Interest Group

Conferences/Workshops

OELMA (Columbus, Ohio) – October 12-13, 2006.
Marketing Research for Libraries, ALAO Pre-Conference, November 2, 2006,
Akron, Ohio.
ALAO Annual Conference. Akron, Ohio. November 3, 2006.
Children's Literature Conference (Wilmington College) – January
20, 2007.
Picture Book Read-In (Centerville, Ohio) – February 9, 2007.
SOCHE – Library as Place (Wright State University) – May 2,
2007.
ALAO CMC Interest Group Spring Workshop (Miami University)
– May 18, 2007.
Association of Christian Librarians Annual Conference, Grand
Rapids, Michigan.
June 11-14, 2007.

RORY PATTERSON. *Digital Services Librarian*

Professional Activities:

University: **Presenter.** *Evaluating internet resources: A how-to guide for researchers everywhere. Workshop presentation given for*

the Cedarville University Writing Center. October 2006 and February 2007.

Presenter. *Real Research: How to use the EBSCO & OSearch Databases. A Writing Center Workshop. Cedarville University. October 2006.*

Guest Lecturer. *Archaeology at Ai. "Cultural Anthropology"*

(ANTH 1800) Spring and in Fall semesters.

Committees:

University: *Student Learning and Effective Teaching Subcommittee. Self-Study Steering Committee, 2004-2007*

Other: *Organization and Bylaws Committee.*

Association of College and

Research Libraries, 2003-

Research and Publication Committee. Association of College and

Research Libraries, 2004 –
Liberal Arts Section. Association of Christian Librarians.
Fund-raising Committee. Greene County Public

Library

Foundation. 2004 –

Memberships:

Academic Library Association of Ohio
American Library Association
Association of Christian Librarians
Association of College and Research Libraries

Conferences/Workshops

*22nd Annual Computers in Libraries Conference, Information
Today, Inc., Arlington, Virginia, April 16-18, 2007.*

*Schmidt, A. (2006, August 14). Meeting Users on Their Own
Terms: Libraries and the Two-Way Web. WSU Library Workshop. Wright
State University, Dayton, Ohio.*

Tables

Table 1
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Use Statistics
2006/2007

| USE | 2004/2005 | 2005/2006 | 2006/2007 |
|-------------------------|---------------|------------------|-----------------|
| BY PATRON TYPE | | | |
| Student: | 49,020 | 45,276 | 43,091 |
| Faculty | 6,443 | 6,125 | 6,076 |
| Staff | 3,369 | 2,752 | 2,333 |
| Non-college | 857 | 976 | 758 |
| Interlibrary Loan [a] | 758 | 683[b] | 541 |
| Other | | | 469 404 902 |
| OhioLINK patrons | | 12,083 | 5,270[b] 11,275 |
| Total | 72,999 | 61,486[d] | 64,976 |
| BY MATERIAL TYPE | | | |
| Main Collection | 43,163 | 34,903 | 39,651 |
| CMC | 12,107 | 10,735 | 11,114 |
| AV Materials | 3,947 | 3,572 | 3,379 |
| Reserve materials [c] | 5,157 | 5,535 | 3,920 |
| Other | 91 | 81 | 112 |
| OhioLINK collection | 8,534 | 6,660[b] | 6,800 |
| Total | 72,999 | 61,486 | 64,976 |

Electronic reserve uses: 21,238 17,914 17,984

| | | | |
|--|--------|-------|-----|
| Interlibrary Loan books received | 117 | 65[b] | 104 |
| Interlibrary Loan photocopy articles sent: 299 | 308[b] | | 319 |
| Interlibrary Loan photocopy articles recd: 940 | 704[b] | | 661 |

GRAND TOTAL USE

95,593 80,477[d] 84,044

[a] Includes only books sent, not books received nor photocopied articles sent or received. Total interlibrary loan requests filled, excluding OhioLINK, were 1,625.

[b] Total interlibrary services transactions were 19,700.

[c] Does not include electronic reserve use. [Total Reserve usage: 21,904]

[d] Drop in circulation primarily attributed to the change in loan priority status with OhioLINK resulting in a significant decrease in requests from OhioLINK for OhioLINK patrons-almost 7,000 less loans than in 2004/2005. Cedarville became a net lending institution and thus was placed in a lower priority group for receiving lending requests. For 2006/2007, Cedarville was again placed in the high priority group-a net borrowing institution--which will resulted in lending levels to OhioLINK patrons returning to levels similar to 2004/2005.

Table 2
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Library Collection Volumes
2006/2007

| Collection | 2005/2006 | Additions | With- | 2006/2007 |
|-------------------|------------------|------------------|---------------|------------------|
| | 2006/2007 | drawals | Totals | |
| Main: | | | | |
| 000 | 4,588 | 172 | -226 | 4,534 |
| 100 | 5,726 | 167 | - 25 | 5,768 |
| 200 | 28,306 | 1,018 | -233 | 29,091 |
| 300 | 30,308 | 1,227 | -410 | 31,125 |
| 400 | 1,767 | 59 | - 3 | 1,823 |
| 500 | 7,618 | 381 | -108 | 7,791 |
| 600 | 11,288 | 517 | -192 | 11,613 |
| 700 | 11,874 | 550 | -48 | 12,736 |
| 800 | 20,716 | 569 | -81 | 21,204 |
| 900 | 15,566 | 284 | -405 | 15,445 |
| Subtotal | 137,757 | 4,844 | -1,731 | 140,870 * |
| Bound | | | | |
| Periodicals: | 16,716 | 809 | -287 | 17,238 * |
| Microforms: | 21,397 | 1 | -700 | 20,698 |

Curr. Mat.

Center: 16,087 1,227 -171 17,143 *

| | | | | |
|--------------------|----------------|--------------|---------------|----------------|
| GRAND TOTAL | 191,957 | 6,881 | -2,889 | 195,949 |
|--------------------|----------------|--------------|---------------|----------------|

* Print collection: 175,251 volumes

Table 3
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Library Media Collection/Units
Main and CMC
2006/2007

| | Added | Total |
|--|-------|-------|
|--|-------|-------|

| | | |
|--------------|--|--|
| AUDIO | | |
|--------------|--|--|

| | | |
|--------------|-----|-------|
| Tapes | | 1,287 |
| Compact Disc | 344 | 2,172 |

Phonorecord

709

VISUAL

Slides

6,275

Filmstrips

190

Charts

94

Transparencies

31

Teaching aids/Kits

88

655

AUDIO-VISUAL

Computer Software/CD-ROM

7

714

Films

98

Videotape/disc/DVD

236

3,861

TOTAL

575

16,086 Units

**Table 4
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
LIBRARY MATERIALS EXPENDITURES
2006/2007**

Books:

Print:

| | |
|------------------------------|--------------|
| Books: | \$198,481.52 |
| CMC: | 16,683.54 |
| Archives/Special Collections | 2,460.58 |

Electronic: 8,292.00*

TOTAL **\$ 225,917.64**

Periodicals:

Print Subscriptions:

| | |
|------------------|------------|
| Ebsco and Direct | 139,741.13 |
| Ebsco (CMC) | 1,323.24 |

Electronic Full-Text: 61,476.00 *

TOTAL **202,540.37**

Electronic Databases:

90,348.97 *

Preservation:

| | |
|---------|----------|
| Binding | 9,953.22 |
|---------|----------|

TOTAL **9,953.22**

Multi-media/Computer software:

| | |
|---|-----------|
| AV Budget | 25,056.00 |
| CMC (includes kits/games/inst. materials) | 3,735.54 |
| Archives/Special Collections | 322.99 |

TOTAL **29,114.53**

GRAND TOTAL **\$ 557,874.73**

(2005/2006 \$ 509,276.33)

* Total electronic databases and resources: \$ 160,416.97

2001/2002 \$ 66,805.96

2002/2003 90,240.09

2003/2004 105,782.51

2004/2005 126,270.66

2005/2006 134,981.96

budget/libmat2006/2007

Table 5
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Equipment/Furniture Purchases
2006/2007

| DATE | NUMBER | EQUIPMENT | COST | ACCOUNT |
|-------|--------|-----------------------------------|-----------|-----------|
| 7/13 | 3 | Dell PDA | 1,268 | Lease |
| 7/13 | 3 | Dell laptop computers | 4,111 | Lease |
| 7/11 | 1 | Epson projector (Conf. Room) | 1,235 | Lease |
| 7/11 | 1 | DaLite screen (Conf. Room) | 59 | Lease |
| | 12 | Computers | 11,770 | Lease |
| 8/9 | | CMC shelving | 3,448 | Lease |
| | 2 | External hard drives | 613 | Lease |
| | 3 | Barcode scanners | 5,235 | Lease |
| | 2 | Digital camcorders | 1,028 | Lease |
| 8/9 | 1 | DVD player | 89 | Lease |
| 8/14 | | Extron test generator | 843 | Video |
| 8/25 | | Medialink controller (Conf. room) | 850 | Lease |
| 8/28 | | Easy Graphic adhesive unit 12" | 399 | Lease |
| 8/28 | | Easy Graphic adhesive unit 25" | 1,439 | Lease |
| 8/30 | | DV/VHS combo deck | 850 | Lease |
| 9/14 | 4 | Task chairs (Inf. Comm.) | 664 | Lease |
| 10/18 | 2 | Kinston data sticks | 76 | Lease |
| 10/25 | 2 | HP 1320 printer | 908 | Lease |
| 10/25 | | HP LJ 2430 printer | 796 | Lease |
| 1/7 | | Office furniture (Funtik) | 2,475 | Lease |
| 1/7 | | Bookshelves (Deetz) | 811 | Lease |
| 2/7 | | HP printer (ILL) | 279 | Lease |
| 2/12 | | APCO signage | 412 | Supplies |
| 3/ | | Staff lounge furniture | 3,085 | Lease |
| | 2 | Dell PDA | 712 | Lease |
| 5/ | 2 | Wireworks office complex | 16,298 | Salaries* |
| 5/ | 31 | MRC chairs | 7,746 | Salaries* |
| | | MRC office furniture | 3,755 | Salaries* |
| 6/11 | | Microfilm scanner | 4,740 | Salaries* |
| 6/11 | | Mfm scanner laser printer | 2,300 | Salaries* |
| 6/29 | | FAX machine (MediaPLEX) | 725 | Lease |
| 6/30 | 24 | Language Lab task chairs | 3,784 | AVP |
| 6/30 | 3 | CMC task chairs | 473 | Lease |
| TOTAL | | | \$ 83,276 | |

* Funds moved from Salaries to 8920 - Equipment

| | | |
|----------|-----------------------|--------|
| Italics: | Computer equipment: | 32,808 |
| Bold: | Furniture | 42,539 |
| Regular: | AV & Office Equipment | 7,929 |

Exhibits

Exhibit A
Centennial Library
Cedarville University Archives and Library Special Collections
Annual Report of the University Archivist and Special Collections Librarian
2006/2007

Introduction

There is a continuing challenge in isolating time from other duties to invest adequately in activities related to the Archives. Although work in the Archives is limited to basic activities, I do believe that I provide appropriate answers to research questions from University and community inquirers. The 2006/2007 year was especially heavy in providing historical information about campus buildings and individuals. In general, activities focused on the following:

Processing a steady addition of items into the Archives and Special Collections.
Answering research questions from University staff and from patrons outside the University.

Continuing work on the development of the ***Bible Heritage Collection***, including the preparation of a number of displays and presentations.

Archives: Year's Work at a Glance

A. **Added 373 individual items and 2 double file boxes of materials** to the collection

B. The items added to the Archives included **24 books and media published by University faculty and alumni.**

C. In response to a series of requests from U99.5 to support their University history-minute on-the-air and to a request from Advancement for a number of University facility histories, **I prepared brief histories of the following:**

The rock
Cedar Lake
Milner Business Administration Building
Tyler Digital Communications Building
Founders Hall
Alford Auditorium
Collins Hall
Apple Technical Communications Center
Faith Hall
Doden Field House

*The Hill dorms: Rogers, Marshall, Carr
George Lawlor and Lawlor Hall
Clifford and Miriam Maddox and Maddox Hall
Dr. and Mrs. James Jeremiah*

D. Responded to a number of **biographical and genealogical research requests** from inquirers outside the University. These requests led to research, some extensive, being done on the following:

*Clyde Hutchison
Luther French Belcher
James Foil Morton, one of the founders of Cedarville College*

E. **Additional research questions** required responding to the following:

*History of women's basketball at Cedarville
History of Charter day and the Cedarville College Charter
Purpose for the Presbyterians starting Cedarville College
Photos on the history of Clifton, Ohio*

E. Assisted Ed Spencer in identifying, selecting, and scanning **photos for his Cedarville history presentation** in chapel during January, 2007

Special Collections: Year's work at a glance

A. Additional items of historical interest were purchased for the **Centennial Library Bible Heritage Collection**. A single page (leaf) from a Luther German New Testament was purchased for the collection. This page is from a printing done in 1529. A complete printing of that edition has never been found and the fragment from which this page comes is the only one known to exist. The text on front and back of this page includes the end of Colossians 1 through a portion of Colossians 2.

Representing the pre-printing era of Bible production, the Library purchased a page (leaf) from a large 15th century illuminated (illustrated) manuscript of the Latin Bible scribed in 1450 in Bohemia, a few years before the invention of the printing press and the first printing of a Bible by Gutenberg. The text is from the end of the 4th chapter of Isaiah on the

front side through the beginning of the 8th chapter on the back side. The text, scribed on vellum, is handwritten and colored.

B. Made presentations on the history of the English Bible along with the display of items from the Bible Heritage Collection at Grove City Christian High School. Two classes taught, 11th and 12th grades. September 18, 2006.

C. Made presentations on the history of the English Bible along with the display of items from the Bible Heritage Collection for a CU Spiritual Formation class [Brock Weston], March 20, 2007.

*D. In support of the **National Library Week activities**, placed on display the English Bibles from the ***Bible Heritage Collection***.*

**Cedarville University Archives and Special Collections
2006/2007 Budget Report**

| | |
|------------------------------------|---------------------|
| Salary | \$ 9,297.00 |
| Copier | 292.79 |
| Memberships | 70.00 |
| Archives/Special Collections items | 2,783.57 |
| Supplies | 376.76 |
| TOTAL | \$ 12,820.12 |

*Prepared by:
Lynn A. Brock
Dean of Library Services
University Archivist and Special Collections Librarian*

archives/archives.report.2007